

# Spotlight

## on Student Assessment and Accountability

January 12, 2017

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**Key:**  Reminder (previously run article)

 supports and accommodations information

### Alternate INSIGHT Availability Request Window: January 19 – February 9, 2017

Schools that hold regular instructional hours after 4:00 PM Monday-Friday, and who plan to schedule M-STEP, MI-Access, or Early Literacy and Mathematics Benchmark test sessions that extend beyond 4:00 PM, will need to submit an Alternate INSIGHT Availability request in order to have access to the testing software after 4:00 PM.

Assessment Coordinators can complete the [request here](#)

### M-STEP and MI-Access Off-Site Test Administration Request Window for Individual Students

The M-STEP and MI-Access Off-Site Test Administration request window for individual students, such as homebound or expelled with service students, opens **January 16, 2017** and continues throughout the testing windows until **May 26, 2017**.

Please submit Off-Site requests for individual students at least three business days before your scheduled testing date to ensure adequate time for Michigan Department of Education (MDE) review and approval of your request.

Assessment Coordinators can complete the Off-Site Test Administration request [here](http://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/) (baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/)

## Sample Item Sets

Please share  
with your  
classroom  
teachers!

The Office of Standards and Assessment (OSA) has **updated** the online Sample Item Sets for the Spring 2017 M-STEP for students in grades 3–8. Sample Item Sets are a select group of test

items in English language arts (ELA), mathematics, science, and social studies that encompass different item types, such as multiple choice, constructed response, and various kinds of technology-enhanced items. Sample Item Sets are also available for the Early Literacy and Mathematics Benchmark Assessment. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan's content standards. Since the item sets are embedded in the online test engine used to deliver state assessments, students will develop familiarity with taking tests online while they practice using the test engine's online tools and navigation buttons. The Sample Item Sets are contained within the Online Tools Training (OTT) component.

Students in grades 3-8 needing designated supports and/or accommodations on state assessments can practice using the M-STEP Grade 3 ELA Sample Item Set with accommodations. For more information about a student's use of Designated Supports and Accommodations, please refer to the **Student Supports and Accommodations** section on the [M-STEP Web page](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)). The Grade 3 ELA M-STEP Sample with Accommodations demonstrates some of the available online embedded accommodations and designated supports:

- Text-To-Speech (TTS)
- Color Chooser

- Contrasting Text
- Masking

Feedback collected from the previous M-STEP administrations indicate that students and teachers who utilized the Sample Item Sets felt more prepared for online testing; students reported feeling confident about taking assessments online, and school administrators and teachers stated they experienced fewer issues related to online testing than students and teachers who did not take advantage of this resource.

The OSA has also posted paper/pencil sample item sets for students taking paper/pencil tests in ELA, mathematics, science, and social studies on the [M-STEP Web page](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under **Content Specific Information**. The sample item sets contain grade-level sample items showing the types of items students may encounter on the actual test. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan's content standards.

Educators and students can access the online Sample Item Sets at school using a **Chrome browser** or **INSIGHT** (the online testing platform). Parents and students can also access the online sets available through **Chrome browser** from home (the test functionality **requires** the use of Chrome). Anyone wishing to access the paper/pencil sets can access them online using any browser. The table on the following page includes links that will take you directly to the sample item sets. The grade 3 accommodated and TTS versions of the sample sets are only available using INSIGHT. More information about INSIGHT can be found in the [Technology User Guide](#) located on [eDIRECT](https://mi.drctdirect.com) (<https://mi.drctdirect.com>). Select **All Applications** → **General Information** → **Documents**.

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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

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**NOTE:** The Sample Items Sets are not considered “Practice Tests,” as a practice test implies a test with the same number of items and similar level of difficulty as an actual test.

M-STEP Sample Item Sets			
Content	Grades	Item Types	Access
English Language Arts Computer Adaptive Test (CAT)	3-8	multiple choice, technology enhanced, constructed response	<a href="#">Chrome*</a> INSIGHT**
English Language Arts – Performance Task	5 and 8	technology enhanced, constructed response	<a href="#">Chrome*</a> INSIGHT**
English Language Arts – Accommodated version	3	multiple choice, technology enhanced, constructed response	<a href="#">Chrome*</a> INSIGHT**
English Language Arts – Text-To-Speech	3	multiple choice, technology enhanced, constructed response	<a href="#">Chrome*</a> INSIGHT**
ELA Paper/Pencil Sample Items (includes Performance Task for grades 5 and 8)	3-8	multiple choice, multi-select, constructed response	<a href="#">M-STEP Website</a>
Mathematics Computer Adaptive Test (CAT)	3-8	multiple choice, technology enhanced, constructed response	<a href="#">Chrome*</a> INSIGHT**
Mathematics Online Performance Task	3-8	multiple choice, technology enhanced, constructed response	<a href="#">Chrome*</a> INSIGHT**
Mathematics Calculator Practice	6-8	basic (6) and scientific calculators	<a href="#">Chrome*</a> INSIGHT**
Mathematics Paper/Pencil Sample Items (include Performance Task for all grades)	3-8	multiple choice, multi-select, grid-in response, multiple answer, constructed response	<a href="#">M-STEP Website</a>
Social Studies	5, 8, 11	multiple choice, technology enhanced	<a href="#">Chrome*</a> INSIGHT**
Social Studies Paper/Pencil Sample Items	5, 8, 11	multiple choice	<a href="#">M-STEP Website</a>
Science	4, 7, 11	multiple choice, technology enhanced	<a href="#">Chrome*</a> INSIGHT**
Science Paper/Pencil Sample Items	4, 7, 11	multiple choice	<a href="#">M-STEP Website</a>

\* If Chrome is not your default browser, you will need to cut and paste the Chrome access link (<https://wbte.drctdirect.com/MI/portals/mi/>) into a Chrome browser.

\*\* INSIGHT requires installation. See the [Technology User Guide](#) and other support materials on [eDIRECT](#) (<https://mi.drctdirect.com>) for more information.

[M-STEP Website](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep))

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## 2017 Michigan School Testing Conference

The 2017 Michigan School Testing Conference (MSTC) will be held **February 14-16, 2017** at the Kensington Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. It offers a program that is unique in its match to the needs of Michigan educators, and will feature examples of outstanding practices from the educators themselves, as well as state and nationally renowned experts in the field.

Conference workshops will be offered on **Tuesday, February 14, 2017** from **8:30 to 11:45 AM** and **1:00 to 4:15 PM**, with registration beginning at 7:30 AM. A light lunch will be offered for all conference workshop attendees.

The regular conference will begin on **Wednesday, February 15, 2017 at 9:00 AM** and will continue through **3:45 PM on Thursday, February 16, 2017**, with registration beginning at 8:00 AM both days. Keynote presenters include Margaret Heritage (WestEd), Venessa Keesler (MDE), and Brian Gong (Center for Assessment).

For conference program information and registration, go to the [MSTC online registration site](https://gomiem.org) (<https://gomiem.org>).

## SAT Corner

*Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board*

### Questions about Spring PSAT 8/9, PSAT 10, or SAT?

Call the Michigan Educator Hotline at 866-870-3127 (select Option 1) or email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org).

### Planning for Test Day

Test center supervisors and SSD coordinators should work together, in conjunction with administrators, to plan for test day. Some things to consider include:

- planning for secure receipt and storage of test materials

- school schedules may require some adjustments as testing cannot be interrupted for lunch
- designating a late-arrivals room to accommodate students who may arrive after timed testing has begun
- arrange for bells and public address announcements to be silenced
- coordination of admission procedures for students on test day
- creating a schedule of test-day room assignments
- selection and training of staff for testing

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## Reminder

The Pre-ID window for PSAT 8/9, PSAT 10, and SAT is **January 9 – February 14, 2017**.

## Selecting Staff Members

The number of staff members you need depends upon the size of the cohort testing, the number of testing rooms, and the number of students in each room.

Per MDE guidelines, test day staff should be licensed teachers or licensed education administrators employed by the district. If not available, then test day staff may be paraprofessionals or non-licensed administrative personnel employed by the district, or licensed substitute teachers employed by the district for the purpose of administering the test.

Per College Board guidelines, test day staff cannot be employed by an outside test-prep company or engaged in providing private SAT preparation that is conducted outside the auspices of the school or district (teaching and normal review of course content, including test familiarization that is part of regularly scheduled course work is acceptable). Staff also cannot have taken the SAT within 180 days of the administration date.

Staff with children or those who have students

residing in the same household cannot have access to any test materials for the same assessment(s) the child is taking before, during, or after test day. For example:

- If a staff member's child will be taking the SAT, he/she cannot serve as testing staff for the SAT; however he/she may serve as testing staff for PSAT 10 or PSAT 8/9.
- If a staff member's niece will be taking the SAT and the niece does not live in the house with the staff member, he/she can serve as testing staff for the SAT.
- It is possible for test day staff to serve multiple roles in a small test center.

Please call the Michigan Educator Hotline if you have any questions or concerns about staffing.

## AI/TC Email Delivered

The test center supervisor should have received an email with your school's AI and test center numbers. If you did not receive this email, identify that the correct information is in the [Educational Entity Master \(EEM\)](https://cepi.state.mi.us/eem/) (<https://cepi.state.mi.us/eem/>). If not, contact your district's authorized user to get the changes made.



Information on ACT WorkKeys® provided by the ACT®.

## Register for ACT WorkKeys® Q&A Session

ACT will be hosting two Workkeys Question and Answer sessions in preparation for the April test administration. To register for a session, please use the links in the table below. Registration will need to be completed 48 hours prior to the selected session date. Each session will be recorded and posted to the ACT hosted web page under the **Trainings** heading, for those unable to attend. On-demand training videos will also be available online beginning in mid-January.

Date	Time	Registration URL
January 24, 2017	10:00 AM eastern time	<a href="http://act.ilinc.com/register/vsbbtjz">Session 1</a> (act.ilinc.com/register/vsbbtjz)
March 21, 2017	3:30 PM eastern time	<a href="http://act.ilinc.com/register/tywwmbx">Session 2</a> (act.ilinc.com/register/tywwmbx)

## Pre-Identification Window

The window to pre-identify examinees who will participate in the ACT WorkKeys assessment is **January 9 – February 14, 2017** on the MDE Secure Site. Please review the Pre-ID communication sent by the Division of Accountability on January 5, 2017 for complete information.

## Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244
  - ♦ standard time: ext. 2800
  - ♦ accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## Important Dates

### January 2017

#### Paper/Pencil Testing

##### Now – February 3, 2017:

- Alternate Material Delivery Request Window for **M-STEP** and **MI-Access**

##### Now – February 14, 2017:

- Initial Material Order window for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**
- Pre-ID for material order counts for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**
- Pre-ID for printed barcode labels for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**
- Accommodated material ordering for **M-STEP** and **MI-Access (FI only)**

##### January 16 – May 26, 2017:

- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request [here](#)

##### January 19 – February 9, 2017:

- Alternate INSIGHT Availability requests for schools with regular instructional hours after 4:00 PM, who plan to schedule **M-STEP** or **MI-Access** test sessions that extend beyond 4:00 PM. Submit request [here](#).

##### January 30 – March 17, 2017:

- **WIDA** Additional Materials Order Window in WIDAAMS

##### January 30, 2017:

- Districts receive **WIDA** test materials

#### Online Testing

##### Now – January 26, 2017:

- **WIDA** Test Exceptions window

##### Now – February 27, 2017:

- Online Test Session setup in Secure Site for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

##### Now – May 26, 2017:

- Pre-ID of students for online testing for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## Important Dates

### February 2017

#### Paper/Pencil Testing

##### Now – February 3, 2017:

- 2017 Alternate Material Delivery Request Form– Use [this form](https://baameap.wufoo.com/forms/2017-alternate-material-delivery-request-form/) (https://baameap.wufoo.com/forms/2017-alternate-material-delivery-request-form/) to request alternate material delivery dates for **M-STEP** and **MI-Access** Materials.

#### Online and Paper/Pencil Testing

##### February 6 – March 24, 2017:

- **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs testing window

#### MSTC

##### February 14 – 16, 2017:

- Michigan School Testing Conference (MSTC) – for information and registration, go to the [MSTC online registration site](https://gomiem.org) (https://gomiem.org)

#### Have Questions?

Email [BAA@michigan.gov](mailto:BAA@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues